



CIDS

County Information and Data Service

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SEPTEMBER 10, 2010

DATES TO REMEMBER

SEPTEMBER 16, 2010	NW DISTRICT COMMISSIONERS & ENGINEERS QUARTERLY MEETING, UNION COUNTY (MARYSVILLE)
SEPTEMBER 17, 2010	CCAO BOARD OF TRUSTEES MEETING, CCAO OFFICE, COLUMBUS
SEPTEMBER 24, 2010	CCC/EAPA REGIONAL MEETING, FRANKLIN COUNTY OFFICES, FRANKLIN COUNTY (COLUMBUS)
OCTOBER 1, 2010	CCAO PUBLIC SAFETY & CRIMINAL JUSTICE COMMITTEE, CCAO OFFICES, COLUMBUS
OCTOBER 6, 2010	CCAOSC NATURAL GAS PROGRAM BOARD OF PARTICIPANTS MEETING, CCAO OFFICES, COLUMBUS
OCTOBER 13, 2010	BEHAVIORAL HEALTH CHALLENGES – 2 ND WEDNESDAY SEMINAR SERIES, CCAO OFFICES, COLUMBUS
OCTOBER 22, 2010	CCC/EAPA REGIONAL MEETING TUSCARAWAS COUNTY CONVENTION & VISITOR'S BUREAU, TUSCARAWAS COUNTY (NEW PHILADELPHIA)
OCTOBER 25, 2010	CCAO/OSU EXTENSION REGIONAL SEMINAR, FINDLAY INN & CONFERENCE CENTER, HANCOCK COUNTY (FINDLAY)
OCTOBER 26, 2010	CCAO/OSU EXTENSION REGIONAL SEMINAR, SHISLER CONFERENCE CENTER, WAYNE COUNTY (WOOSTER)
OCTOBER 27, 2010	CCAO/OSU EXTENSION REGIONAL SEMINAR, OLDE DUTCH RESTAURANT, HOCKING COUNTY (LOGAN)
OCTOBER 29, 2010	CCAO/OSU EXTENSION REGIONAL SEMINAR, SPRINGVIEW GOVERNMENT CENTER, CLARK COUNTY (SPRINGFIELD)
DECEMBER 5-8, 2010	CCAO/CEAO ANNUAL WINTER CONFERENCE AND TRADESHOW, HYATT REGENCY, COLUMBUS

ASSOCIATION NEWS

2010 CCAO NOMINATING COMMITTEE APPOINTED

The CCAO Executive Committee has approved the appointment of a five member Nominating Committee at recent meeting of the Executive Committee. The Nominating Committee, appointed by CCAO President Paula Brooks (Franklin), will be chaired by Past President Kerry Metzger, Tuscarawas County Commissioner. Other members include: Peter Ferguson (Stark), Ed Humphrey (Clermont), Pete Gerken (Lucas), and Kim Edwards (Ashland).

It is the responsibility of the committee to recommend a slate of officers and board members to be elected at the CCAO Luncheon and Annual Business Meeting to be held on Monday, December 6, 2010, at the held during the CCAO/CEAO Winter Conference to be held at the Hyatt Regency in Columbus. Nominations will also be accepted from the floor. The committee will be nominating candidates for the offices of president, first vice president, second vice president, secretary, and treasurer.

In addition, seven members will be nominated to serve on the Board of Trustees for two-year terms. The Nominating Committee will also fill any vacancies that may exist where members elected to a two-year term will not be returning to office or where a member forfeits office for non-attendance. The seven members whose terms to the Board expire this year include: Tim Brown (Wood), Kim Edwards (Ashland), Greg Green (Hocking), Margery Paeltz (Brown), David Pepper (Hamilton), Roger Tackett (Clark), and Ron Widener (Miami).

The nine members appointed by President Brooks whose one-year term to the Board expires at the end of this year include: Steve Arndt (Ottawa), Sam Bassitt (Allen), Mike Crabtree (Scioto), Pete Gerken (Lucas), Peter Lawson Jones (Cuyahoga), Ted Kalo (Lorain), Ula Jean Metzler (Pickaway), Bob Peterson (Fayette), and Tommy Thompson (Delaware).

In accordance with the CCAO Bylaws, the six most recent past presidents who still hold the office of county commissioner are entitled to a seat on the Board of Trustees. In 2011 those individuals will include: Paula Brooks (Franklin), Bob Corbett (Champaign), Lenny Eliason (Athens), Olen Jackson (Morrow), Kerry Metzger (Tuscarawas), and Daniel Troy (Lake).

The committee must make its recommendations no later than November 3. The report will then be published in the CIDS and an individual copy of the report will be sent to each commissioner.

On September 17, CCAO will send to all commissioners at their home addresses an application form to express interest to become an officer or a member of the CCAO Board. In addition, this information can be found after September 17 on the front page of our website at www.ccao.org. Return forms no later than **November 3** to the committee chair: Kerry Metzger, Tuscarawas County Commissioner, 125 East High Street, New Philadelphia, OH 44663-2573. In addition, mail a copy to CCAO, 209 East State Street, Columbus, OH 43215, in an envelope marked: NOMINATING COMMITTEE – ATTENTION: KATHY DILLON. If you have any questions, feel free to contact the Nominating Committee Chair Kerry Metzger at (330) 365-3260, or CCAO Executive Director Larry Long at (614) 221-5627.

CCAO/OSU EXTENSION REGIONAL SEMINARS - MARK THE DATES!

CCAO and OSU Extension are partnering to present four one-day regional seminars to be held throughout Ohio. OSU Extension appreciates this new opportunity to reach out to commissioners since County Commissioner Days were not held this year. Regional seminars without an overnight stay will lower costs for both organizations, supporting all of our efforts to minimize expenditures during these challenging budget

times. OSU Extension sessions or tours will be customized for each regional meeting. Join us to learn about some of OSU Extension's signature programs and other opportunities for services that will benefit residents of your county. In addition, a CCAO Policy Roundtable Discussion will be conducted after lunch.

Dates and Locations

October 25, 2010 - Hancock County

Findlay Inn & Conference Center, 200 East Main Street, Findlay

October 26, 2010 - Wayne County

Shisler Conference Center, 1625 Wilson Avenue, Wooster

October 27, 2010 - Hocking County

Olde Dutch Restaurant, 12791 State Route 664 South, Logan

October 29, 2010 - Clark County

Springview Government Center, 3120 East Main Street, Springfield

Registration and a continental breakfast begin at 8:00 a.m. with sessions beginning at 9:00 a.m. and ending at 2:00 p.m. Registration fee: \$20 (includes continental breakfast, sessions and lunch). Registration information will be distributed this month. Mark your calendars and plan to attend!

UNION COUNTY TO HOST NW DISTRICT QUARTERLY MEETING ON SEPTEMBER 16

Union County Commissioners Charles Hall, Gary Lee and Tom McCarthy and County Engineer Jeff Stauch will host the NW District Commissioners & Engineers Association quarterly meeting on Thursday, September 16 in Union County (Marysville). Detailed registration information is available on the front page of www.ccao.org.

COUNTY BUDGET & FISCAL CONTROL - COUNTY COMMISSIONERS HANDBOOK CHAPTER UPDATED

Over the decades, CCAO has published four editions of the County Commissioners Handbook and distributed copies to all counties. Since the first edition, the Handbook has grown to nearly 1,000 pages and publishing an updated copy of all chapters in a timely manner is nearly impossible. Due to technology changes and the high cost of publishing a hard copy, the Handbook will be published on our website.

Recently, Chapter 18 – County Budget and Fiscal Control was updated. A revised copy has been published on the CCAO website at www.ccao.org > Publications > County Commissioners Handbook or click on the story on the front page about the Handbook Chapter update.

The County Commissioners Association of Ohio wishes to thank the County Administrators Association, and specifically Franklin County Administrator Don Brown who is President of the Administrators Association in 2010, Franklin Deputy County Administrator Kenneth Wilson, and Senior Policy and Management Analyst Steve Mansfield for their substantial assistance in redrafting this Handbook Chapter. Steve Mansfield was instrumental in incorporating comments from county administrators and reviewing and revising numerous drafts of this Chapter. CCAO would also like to thank the County Auditor's Association and State Auditor Mary Taylor and her staff for many constructive suggestions that improved the content of this Chapter.

AFFILIATE NEWS

FINAL 2010 CCC/EAPA REGIONAL MEETINGS TO BE HELD IN FRANKLIN & TUSCARAWAS COUNTIES

The County Commissioners' Clerks and Engineer's Administrative Professional Association of Ohio (CCC/EAPA) has scheduled regional meetings to share information and network with other clerks. CCC/EAPA is comprised of county commissioners and engineers' office staff. All commissioners' clerks and engineers' administrative professionals are welcome to network with this most informative organization. The board works hard to provide educational workshops and training opportunities at summer and winter conferences.

Regional information and networking luncheon meetings are a priority with CCC/EAPA. Topics will vary at each of the following meetings which are held on Friday's beginning at 10:00 a.m. until 2:30 p.m. CCAO/CEAO sponsors the lunch. The dates and location of the last two 2010 meetings are:

- **September 24 – Franklin County** – County Office Building, 373 South High Street, Columbus
- **October 22 – Tuscarawas County** - Tuscarawas County Convention & Visitor's Bureau (across from the Courthouse Annex Building, 124 East High Avenue, New Philadelphia)

Please email suggestions for agenda items to Carolyn Hauenstein, Clerk, and Erie County Commissioners at chauenstein@eriecounty.oh.gov or Lisa Hawkins, Clerk, Ashtabula County Commissioners at llhawkins@ashtabulacounty.us. Bring any forms to share that may be useful to other counties.

To obtain additional information on the CCC/EAPA, or if you are interested in serving on one of the committees, please contact Bonnie Green, System Administrator, Lake County Engineer's Office, at (440) 350-2770, bonnie.green@lakecountyohio.gov or www.ccc-esao.org.

COUNTY ACTIVITIES

LUCAS COUNTY COMMISSIONERS APPROVE ESTABLISHMENT OF LAND BANK

Last week, Lucas County Commissioners Pete Gerken, Ben Konop and Tina Skeldon Wozniak voted unanimously to establish the Lucas County Land Reutilization Corp. The non-profit land bank, the second one established in Ohio, focuses on putting the county's abandoned and foreclosed property to good use. The new entity has the power to acquire, market, and maintain properties that are vacant within 90 days rather than disposed of them through the sheriff's auction, which can take nearly two years. Parcels will begin to be acquired for marketing and resale within weeks.

The corporation will be run by five to nine members, to include, by statute, two county commissioners, the county treasurer as chair, the mayor of Toledo, and appointee from Sylvania Township, and someone with real estate or development experience. A full-time staff of one or two will support the corporation.

According to Wade Kapszukiewicz, Lucas County Treasurer, the corporation's revenue will come from an increase in the interest rate charged on delinquent taxes. Last year, the county treasurer foreclosed on 324 properties for nonpayment of taxes. About \$1.5 million annually is expected to come from that source along with grants and revenue from the sales of property. The land bank can also accept other abandoned properties as a result of mortgage default and any of the 900 belonging to the city of Toledo under a "passive" land bank that was set up in the 1980's.

Cuyahoga County was the first active land bank in Ohio. The Lucas County program was modeled on a successful effort in Genesee County (Flint), Michigan. Establishment of land banks was authorized for

counties over 60,000 population by Sub. H.B. 313, which was passed by the General Assembly and signed into law by Governor Strickland this year.

CUYAHOGA COUNTY HOLDS PRIMARY FOR COUNTY EXECUTIVE & COUNTY COUNCIL

The Cuyahoga County Board of Elections released the results of the first-ever primary for county executive and county council that was held on Tuesday, September 7. Voters overwhelmingly chose candidates with political experience over political newcomers who lagged behind in most of the seats. Candidates will face off in the general election on November 2 to elect a county executive and 11-member county council for a reorganized charter government approved by voters last fall. The election results follow:

CUYAHOGA COUNTY EXECUTIVE		
DEMOCRAT	REPUBLICAN	OTHER
Edward FitzGerald	Matt Dolan	David Ellison (Green)
		Ken Lanci (Independent)
		Tim McCormack (Independent)
		Don Scipione (Independent)

CUYAHOGA COUNTY COUNCIL			
DIST	DEMOCRAT	REPUBLICAN	OTHER
1	Nicole Dailey Jones	Dave Greenspan	Ryan McGilvary (Libertarian)
2	Dale Miller	John Zappala	Steve Bozsa, Jr. (Independent)
			Lynn Graham (Independent)
			Edward McCarthy (Independent)
3	Dan Brady	Patty Gascoyne	Alan Crossman (Green)
4	Chuck Germana	Pete Draganic	
5	Ann Marie Donegan	Michael Gallagher	
6	Frederick Taft	Jack Schron	
7	Yvonne Conwell	Phyllis Lucia Crespo	Jeff Kipp (Independent)
			Olga Sarbinowska (Independent)
8	Pernel Jones, Jr.	Andrew Plavny, Sr.	Gerald Henley (Independent)
9	C. Ellen Connally		James Brady (Independent)
			Laverne Jones Gore (Independent)
10	Julian Rogers	Matt Brakey	Michael Troy Watson (Independent)
11	Sunny Simon	Kathryn Gambatese	Rich Devor, Jr. (Independent)

STATE ACTIVITIES

OHIO COMMISSION ON LOCAL GOVERNMENT REFORM AND COLLABORATION

The Ohio Commission on Local Government Reform and Collaboration was responsible for developing recommendations on ways to increase the efficiency and effectiveness of local government operations, to achieve cost savings for taxpayers and to facilitate economic development in the state. The Commission was co-chaired by Lucas County Auditor Anita Lopez and Lake County Commissioner Daniel Troy. In addition, Montgomery County Commissioner Dan Foley served on the Commission.

Through 18 months of public testimony, written reports and university lead research, the Commission has studied a wide range of information. The final report of the Commission has been submitted to the Governor and the General Assembly. The report is now available on line at www.ohioreformandcollaboration.org.

FEDERAL ACTIVITIES

GREAT LAKES RESTORATION INITIATIVE GRANTS ANNOUNCED

On Tuesday, September 7, U.S. Environmental Protection Agency Administrator Lisa P. Jackson announced EPA's first Great Lakes Restoration Initiative competitive grants in Toledo. The first of the Ohio Great Lakes Restoration Grants totaling \$1,968,228 are:

- **\$1 million to Ohio Environmental Protection Agency for Cuyahoga County** surface water improvement to enhance nonpoint source pollution management; stream and wetland restoration; and, innovative stormwater management and green infrastructure demonstrations in Lake Erie tributaries.
- **\$250,000 to the Ohio Office of Budget and Management for Toledo Harbor sediment project** to create significantly enhanced native fish, bird and plant habitats in Western Lake Erie through the beneficial reuse of dredged sediment.
- **\$550,228 to the University of Toledo for prevention of surface water contamination from biosolids** to evaluate the feasibility of a tile drain cap as a way to mitigate contamination of waterways after biosolid application.
- **\$168,000 to Ohio Department of Natural Resources for Maumee Bay and Thurston State Parks for reforestation due to damage from the Emerald Ash Borer.** Replacement trees will restore the shade, prevent soil erosion, restore carbon sequestration capacity, and maintain riparian forest habitat.

For more information go to <http://greatlakesrestoration.us/>.

SEMINARS

OHIO RCAP: UTILITY MANAGEMENT TRAINING FOR LOCAL OFFICIALS

The Ohio Rural Community Assistance Program (RCAP) offers four training seminars for local officials in water & wastewater capacity development at locations throughout Ohio. These one-day courses cover technical, managerial, and financial aspects of utility operation and management. Registration begins at 8:30 a.m. followed by 9:00 a.m. to 4:00 p.m. sessions. Lunch is on your own.

Sessions are provided at NO COST through the Ohio EPA Division of Drinking and Ground Water and approved for Ohio EPA operator contact hours. The seminars are held in each Ohio EPA District throughout the year. Visit Ohio RCAP's website at www.glracap.org/ohio for more information. A brochure is attached to this issue of CIDS. You may register online or by contacting Nadine Thompson of Ohio RCAP at (800) 775-9767 or (419) 332-2056 to reserve your seat.

CLASSIFIED ADS

CCAO publishes the County Information and Data Service (CIDS) weekly. Classified ads will be published free of charge as a service to counties. Ads will run for two weeks if space is available. Ads will also be published on the CCAO website at www.ccao.org. When submitting your ad to CCAO please provide a link to the job posting online and a deadline. Please provide a copy of the classified ad by 5:00 p.m. on Wednesday of each week. Transmit the copy to Mary Jane Neiman, CCAO Public Relations Associate, by e-mail at mjneiman@ccao.org

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**Utility Management
Training for
Local
Officials**



Sponsored By:



Division of Drinking and Ground Water
www.epa.ohio.gov/ddagw



Ohio RCAP
Administering Agency:
WSOS CAC, Inc.
P.O. Box 590
Fremont, Ohio 43420
Phone: 800-77-9767
Fax: 419-334-5124

A Four-Part Training Series for Local Officials



The Ohio Rural Community Assistance Program (RCAP) offers four training seminars for local officials in water & wastewater capacity development at locations throughout Ohio. These one-day courses cover technical, managerial, and financial aspects of utility operation and management; see inside for more details concerning each session offered.

Sessions are provided at **NO COST** through the Ohio EPA Division of Drinking and Ground Water and approved for Ohio EPA operator contact hours. The seminars are held in each Ohio EPA District throughout the year and includes course materials.

This brochure lists our fall 2010 schedule. Additional seminars for the first half of 2011 will be announced by the end of 2010.

These seminars are designed to assist management of small water systems to meet regulations and customer service expectations along with creating sustainable infrastructure for the future.

Visit Ohio RCAP's website at www.glracap.org/ohio to see dates and locations. You may register for sessions on-line or by contacting Nadine Thompson of Ohio RCAP at 800-775-9767 or 419-332-2056 to reserve your seat.



UTILITY MANAGEMENT
Course #101
5 Contact Hours

TECHNICAL CAPACITY

- ◆ Management's responsibility for operations
- ◆ Operator responsibilities
- ◆ Ohio EPA's role
- ◆ Operation & maintenance of systems
- ◆ Existing and proposed rules & regulations

MANAGERIAL CAPACITY

- ◆ Regulatory and legal requirements
- ◆ Dealing with planning and emergencies
- ◆ Personnel and staffing issues
- ◆ System policies and procedures
- ◆ Security issues

FINANCIAL CAPACITY

- ◆ Capital improvement planning
- ◆ Budgeting
- ◆ Rate-adjustments
- ◆ Record keeping
- ◆ Replacement & emergency funds

TRAINING DATES / LOCATIONS

<u>November 2, 2010</u> Zane State 1425 Newark Rd. Zanesville, OH 43701	<u>November 23, 2010</u> Wright State 7600 Lake Campus Dr. Celina, OH 45822
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Registration begins @ 8:30
 Session is from 9:00 until 4:00
 Lunch is on your own

FINANCIAL MANAGEMENT
Course #201
5 Contact Hours

EVALUATING FINANCIAL POLICIES AND RECORDS

- ◆ Financial policies and guidelines
- ◆ Important data and records for financial management
- ◆ Billing records and what they mean

PLANNING YOUR FINANCIAL NEEDS

- ◆ Financial goals and budgeting
- ◆ Asset management
- ◆ Capital improvement planning
- ◆ Fiscal management and controls
- ◆ Record keeping

IMPLEMENTING and MONITORING

- ◆ Legislation
- ◆ Policies, rules & regulations
- ◆ Internal controls
- ◆ Rate and fees
- ◆ Reporting
- ◆ Customer outreach

TRAINING DATES / LOCATIONS

<u>October 12, 2010</u> Medina Co University 6300 Technology Lane Medina, OH 44257	<u>November 3, 2010</u> Urbana University 579 College Way Urbana, OH 43078
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Registration begins @ 8:30
 Session is from 9:00 until 4:00
 Lunch is on your own

ASSET MANAGEMENT
Course #301
5.5 Contact Hours

ASSET MANAGEMENT

- ◆ Inventorying assets; estimating replacement costs, prioritizing projects
- ◆ Developing and implementing an asset management plan
- ◆ Incorporating other capital improvements
- ◆ Planning for outside funding
- ◆ Resources and software

BUDGETING

- ◆ Preparing useful expense and revenue budgets, and budget reports
- ◆ Incorporating the asset management plan and other reserves into the budget
- ◆ Spreadsheet templates for budgets

RATE SETTING

- ◆ Rate setting goals, rate structures and analysis
- ◆ Impact of inflation; establishing rate adjustments
- ◆ Setting equitable rates and defending them
- ◆ Spreadsheet templates and software

TRAINING DATES / LOCATIONS

<u>October 13, 2010</u> Medina Co University Ctr 6300 Technology Lane Medina, OH 44257	<u>November 16, 2010</u> Daymar College 578 East Main St. Jackson, OH 45640
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<u>October 26, 2010</u> Ohio Dominican Univ 1216 Sunbury Rd. Columbus, OH 43219	<u>December 8, 2010</u> Ohio State University 1760 University Dr. Mansfield, OH 44906
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November 4, 2010
Urbana University
579 College Way
Urbana, OH 43078

Registration begins @ 8:30
 Session is from 9:00 until 4:15
 Lunch is on your own

APPLIED ASSET MANAGEMENT USING CUPSS
Course #401
6.0 Contact Hours

- ◆ **Check Up Program for Small Systems**
- ◆ **CUPSS** is a free software program based on the USEPA Step Guides for asset management.
- ◆ Record your assets, schedule and track maintenance tasks for your sanitary survey
- ◆ Make more informed decisions, Save time by planning ahead, facilitate proactive decisions, Back up budget talks with facts, assist with rate setting, improve customer service
- ◆ **This class will...** Introduce you to CUPSS
Provide an overview of the software
Show you how to start using CUPSS
Enter sample data in the actual program on a computer.
- ◆ Software, manual, & training materials provided to take back to your system.

TRAINING DATES /LOCATIONS

<u>October 15, 2010</u> Mount Union College 1972 Clark Ave. Alliance, OH 44601	<u>December 9, 2010</u> Ohio State University 1760 University Dr. Mansfield, OH 44906
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<u>October 27, 2010</u> Ohio Dominican Univ 1216 Sunbury Rd. Columbus, OH 43219	<u>December 10, 2010</u> Southern State College 100 Hobart Dr. Hillsboro, OH 45133
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November 17, 2010
Daymar College
578 East Main St.
Jackson, OH 45640

Registration begins @ 8:00
 Session is from 8:30 until 4:15
 Lunch is on your own